



When I started with DFCM I fully intended my stay to be longer than it has been. Yet, even though the time has been short, the fulfillment has been extraordinary and satisfying. We have accomplished many significant things during the last two years. For example, we have developed a new delivery system for our construction projects. We have implemented a new process (now called Facility Focus) to better handle our maintenance projects and have trained other agencies how to implement their maintenance procedures. We have been proactive in our efforts to provide better customer service to all our customers and agencies. Other people have a much greater appreciation for DFCM and all of the services we provide, and who we are. We received national recognition from the United States General Services Administration and will be making a formal presentation on how we accomplish all that we do

at the NASFA convention in June. It is wonderful to be associated with such wonderfully committed and dedicated employees who are not only forward thinking, but are also daily responsive to ongoing challenges and opportunities.

There are many other areas in which we excel, and even though these performances merit recognition, I believe there are more important aspects of our individual lives. When we take time to stop and reflect on the accomplishments of our lives, the things we have done will not nearly be as important as the people we have touched and the friends we have made. These associations are what truly defines our lives and will reward us into the future. It is gratifying for me to consider all of you my friends.

The Governor and Camille Anthony have appointed Keith Stephan as the new Director of DFCM. Keith is currently the Utah State Building Board Chairman. He has recently retired from the LDS Church as their Managing Architect for Temple Construction, and has been involved in other major construction projects. In addition, Keith has spent several years as a private architect. He has been a member of the Building Board for over four years and, as a result, is familiar with the operations and personnel at DFCM. He has been a strong supporter of the

new programs we have initiated. I believe that Keith will step into the Director's role without skipping a beat and will be appreciated by all of our employees.

We are currently going through the annual process of employee evaluations. A new program is being implemented to reward employees based on their performance. Most new programs will eventually have to be tweaked and adjusted over time. However, I believe the premise of rewarding employees based on their individual and team performance is going in the right direction. Hopefully, those employees receiving the recognition and reward will realize that the contribution they make on a daily basis is very important and fully appreciated. Hopefully the employees who do not receive this recognition will understand that a standard has been set, and then will evaluate their own performance to determine what changes need to be made in order to receive this recognition in the future years.

Thank you for being part of my life and best wishes to all of you in the future.

Joe Jenkins



Lawn Care Equipment Safety Practices

All of us that have lawns and/or gardens know what this good rain is bringing us – yard work! Although some of us actually look forward to doing yard work (I know, we're a little demented) others don't view it in such a positive light. But, I think I can speak for most of us when I say that we all appreciate how pleasant our grounds crews make our surroundings. Unfortunately, (there is always a downside) another occurrence that this good weather brings is an increase in accidents and injuries from using lawn equipment.

Here at DFCM, our own fabulous grounds crew has been weeding, mowing, and trimming for a while already, and although they receive excellent safety training, we all can use reminders in this area. We want to make sure we keep our fingers, toes, and eyesight for a good long while!

Even though we may not view them as such, mowers, edgers, and trimmers should be viewed as being potentially dangerous tools and are used in potentially dangerous conditions. All operators must exercise extreme caution for themselves, other workers, the public, and surrounding property. Here are some basic things we should look out for, whether landscaping is part of our job here at DFCM, or we are taking care of our homes and yards:

Before mowing, trimming, or edging:

- Make sure you inspect the area you are going to cut before mowing or trimming.
- Any debris such as trash, rocks, limbs, or toys should first be removed. It is much easier to do it before hand than to have to shut down the equipment (especially a riding mower) to get things out of the way. And remember those sprinkler heads! They are a hazard to run over, they damage equipment, and continually replacing them gets pretty expensive.

- Fill the gasoline tank of your mower, edger, or trimmer only while the engine is cold. Don't spill when you fill. If you need to refuel the edger/trimmer before completing a task, turn off the machine and allow the engine to cool. Never light a match or smoke around gasoline.

Dress properly for your job, wearing safe shoes, long pants and close-fitting clothes, as well as eye and hearing protection.

As you work:

- Don't move so quickly that you cannot continuously scan the area that you are mowing. You should normally not exceed a moderately fast pace - this gives you a chance to move things out of your way.
- When mowing or trimming on steep slopes, remember that the key to safely accomplishing this is to keep the center of gravity of the machine, person, or tool balanced over its base.
- When using push-type mowers on slopes and ditches, do not at any time pull mowers while walking backwards.
- Use your machine only where you have firm footing and balance.
- Don't ever leave the machine running unattended, or leave keys in any machine.
- Please make sure that you don't circumvent any of the safety devices on your equipment!

Edgers and trimmers have some unique aspects that we should be aware of when using them:

- Operate line trimmers with the cutting head kept well away from all persons and objects.
- The cutting action of these machines is only accomplished at the

outside one (1) inch of the cutting diameter. Forcing the machine to cut inside this diameter will not only damage the machine, but it may also wrench or twist the trimmer out of your control, possibly causing injury to you or any bystanders.

- Don't make adjustments of the blades of edgers while the blade is turning. Don't ever operate edgers without the blade guard properly attached.
- Do not over speed the engine.
- Stop the engine when crossing gravel drives, walks or roads, and under any conditions where thrown objects might be a hazard.
- Hold handles firmly with both hands to prevent loss of control due to blade bounce upon contact with hidden solid objects.
- When transporting the machine to the work site, make sure the blade is disengaged so that you do not damage the blade, lawn, curbs, or pavement. After disengaging the blade, push the machine to the site where you are working.
- When using an electric-powered edger/trimmer, make sure you never cross over the cord.

In going through these suggestions, I found there was a lot I could learn. I hope that we can all have an enjoyable and safe warm weather season –

Happy Mowing!

Sources:

1. The Outdoor Power Equipment Institute Website, 'Outdoor Power Equipment Safety Tips'
2. The University of Texas at Dallas Website, Office of Environmental Health and Safety, 'Grounds and Maintenance Safety.'

*Article submitted by
Priscilla Anderson.
Thanks Priscilla!*



DFCM
SEMI ANNUAL DIVISION MEETING
AFRICAN SAFARI
MAY 14, 2003
11:30 TO 2:30
Zion Building
State Fair Park



Fun
Food
Games



Lunch Will Be Served!
Please sign up for Pot Luck item or pay \$3.00
Sign up Sheets at the desks of the
Clerical Staff

Performance Based
Incentive Awards

INCENTIVE NOMINATIONS WILL NOW BE
ACCEPTED ANYTIME THROUGHOUT THE YEAR
Now is a good time to nominate a co-worker!

Semi Annual
Employee
of the
Year Award



News Flash ...DFCM Technology Group Honored At The 2003 CIO Awards

Chief Information Officer Awards
Exemplify Best Practices in Technology.

Governor Mike Leavitt recognized the 2003 Governor's Chief Information Officer Award winners for outstanding accomplishments in e-government initiatives by state agencies, local government and private sector partners. These information technology projects exemplify best

practices in the design and implementation of customer-focused information technology services and business solutions

"Technology makes our lives better, but it takes people to make that happen," said Leavitt. "I commend the dedication of these agencies and their partners in finding innovative ways to reach customers through technology. Every year more progress is made in offering residents the services they need in a convenient and efficient manner."

DFCM's Statewide Facility Focus team was honored on Tuesday, April 29, 2003 by the Governor and the CIO's office. The team was presented with the **Technology Transfer Award**. *"Division of Facilities Construction and Management, Department of Administrative Services, for the Statewide Facility Focus System that has been adopted by state*

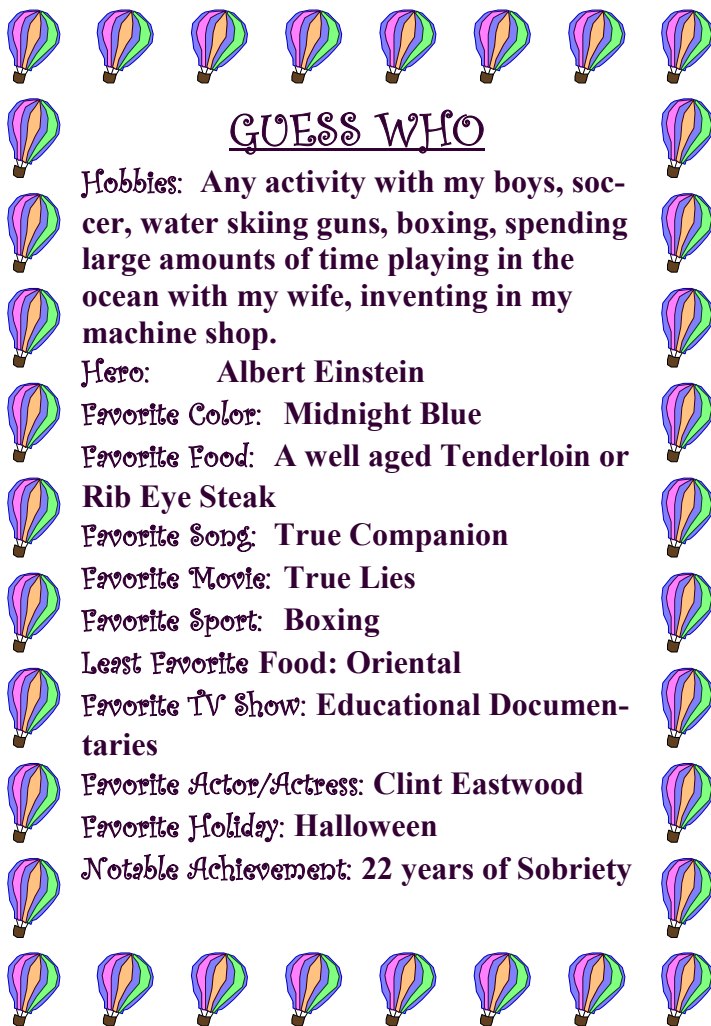
agencies and higher education."

To date the Statewide Facility Focus team (Gordon Jensen, Laura Wall, I-Ching Lin, and most recently Holly Jensen) have completed and/or started nine new database implementations in the last year. These implementations include: Alcoholic Beverage Control, Dixie State College, Southern Utah University, Corrections Draper & Gunnison Corrections, Utah Valley State College, College of Eastern Utah, Snow College, and Davis Applied Technology College.

Congratulations to our Statewide Facility Focus Team. The team also adds their thanks and appreciation to Jeff Reddoor and Bruce Whittington for their time and support.



Congratulations to Loretta de Haan for guessing the spotlight from last months newsletter. The Guess Who spotlight from March was Justin Caton



GUESS WHO

Hobbies: Any activity with my boys, soccer, water skiing guns, boxing, spending large amounts of time playing in the ocean with my wife, inventing in my machine shop.

Hero: Albert Einstein

Favorite Color: Midnight Blue

Favorite Food: A well aged Tenderloin or Rib Eye Steak

Favorite Song: True Companion

Favorite Movie: True Lies

Favorite Sport: Boxing

Least Favorite Food: Oriental

Favorite TV Show: Educational Documentaries

Favorite Actor/Actress: Clint Eastwood

Favorite Holiday: Halloween

Notable Achievement: 22 years of Sobriety

FOR YOUR INFORMATION: EMPLOYEE UPDATES

group after working in Cedar City for the last few years. Welcome back! luck in your new position

FAREWELL:

Alan Gibson and **Steve Ferre** left the Grounds crew on Capitol Hill to pursue other employment. We wish them well in their new endeavors.

The Provo Regional center has a new employee. **Shane Esplin** is taking Guy's place in the Cedar City area. Welcome and good luck in your new position.

Ryan & Liza Jensen became the proud parents of Zachary Ryan Jensen on 3/26/03. The baby weighed 8 pounds 5 ounces and is 21 1/2 inches long. Congratulations to the new parents!

WELCOME:

Keith Stepan has been appointed as the new director of DFCM. We look forward to meeting Keith and wish him well in his new assignment.

I am very pleased to announce that **Alisha Mitchell** has re-joined the staff in 4110. Congratulations on Graduating from College Alisha and we are glad to have you back!

Guy Norris re-joined the Capitol Hill maintenance

Brian O'Conner joined the Capitol Hill Grounds Crew on May 5th. Welcome and good



*Contributions from staff
are always welcome!*

*Writing/editing by
Debi Tripp &
Priscilla Anderson
Additional contributors listed
with articles.*